

To: Alyce Fierro[Alyce.Fierro@ci.bremerton.wa.us]
Cc: Andrea Spencer[Andrea.Spencer@ci.bremerton.wa.us]; Webb, Bill[Bill.Webb@stantec.com]
From: Pedersen, Andrea
Sent: Mon 11/28/2016 9:56:09 AM
Subject: Grants.Gov Account Verification
SAM and GRANTS Account Info.docx

Hi Alyce –

As discussed during our call last week, the EPA Brownfield Grant application will be submitted electronically through grants.gov. This requires that both of Bremerton's grants.gov AND sam.gov accounts will be active on December 22. I've already confirmed that the City's sam.gov account setup under **DUNS #556-846-970** does not expire until 10/25/17 (as shown in the attached document) so that step has been taken care of.

To verify the City's grants.gov account, we need to confirm that the person responsible for submitting the grant application has:

- 1) an active grants.gov username and password (**associated with the same DUNS # provided above**), and
- 2) has Authorized Organization Representative (AOR) status in grants.gov.

Steps 3-5 of the attached document provide instructions on how to verify/setup AOR accounts in grants.gov.

Once the City has verified the grants.gov account and AOR status, please send an email with the following information:

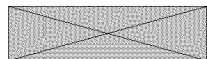
- The name of the person who will be submitting the grant application.
- Confirmation that this person has an active grants.gov account that will not expire before the grant application is submitted.
- Confirmation that this person has an approved AOR status in grants.gov.

Please complete this process by Monday, December 5th and let me know if you have any questions about Steps 3-5 in the attached document.

Thanks so much!

Andrea Pedersen

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